

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

**STAFF ASSISTANT I**

Countywide Resource Management (CRM) is recruiting a Staff Assistant I to assist the District Chief and Program Head who oversees the DMH implementation of the Post-Release Community Supervision – Community Reintegration Program (PCS-CRP). This includes contract monitoring and with collecting outcomes data and producing reports. This position is located at the 1925 Daly Street, 2<sup>nd</sup> floor Los Angeles, CA 90031. The primary duties and responsibilities of this position include:

- Forecast annual funding needs and prepare budget request for PCS-CRP program; monitor actual program expenditures vs. budget and prepare requests for appropriation adjustments as necessary to accommodate changes in client needs; and prepare weekly and monthly expenditures summaries for use by management and the Financial Services Bureau.
- Track referrals by contract agencies and monitor against assumptions used to determine contract allocations; assist Health Program Analyst III by monitor invoiced expenditures against contract budget amounts; prepare Service Requests to adjust contract amounts, as necessary, to reflect changes in distribution of clients and/or treatment levels; contract agencies and prepare requests for changes to the Integrated System (IS) to add and delete provider sites in order to maintain geographically disbursed services.
- Prepare weekly reports on key service indicators requiring the interpretation of data and information not readily available in data systems for reports to the CEO and CJJCC; respond to special and/or ad hoc requests for information on the program ; work with contract agencies, as necessary, to obtain specialized data on client outcomes that are not available in the IS.
- Coordinate with other DMH bureaus and other Departments, as necessary, to obtain supplies and services necessary to efficiently conduct the PCS-CRP program, resolve issues related to space, maintenance; technology, etc.; and assist staff and the manager in resolving operational problems.

**DESIRABLE QUALIFICATIONS:**

- Excellent organization and communication skills
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Adaptable and flexible.

Interested individuals are holding a Staff Assistant I payroll title are encouraged to FAX their resume, last two (2) Performance Evaluations, and last two (2) years of master time records by **December 31, 2012** to:

**Jacqueline Yu, LCSW  
Mental Health Clinical Program Head  
Countywide Resource Management  
1925 Daly Street, 2<sup>nd</sup> Floor  
Los Angeles, CA 90031**

**FAX: (323) 223-8380 or  
Email: Arfaye Parker at [aparker@dmh.lacounty.gov](mailto:aparker@dmh.lacounty.gov)**